

# **Brookfield Housing Authority**

**3 Brooks Quarry Road**

**Brookfield, CT 06804-1052**

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**Tuesday, October 14, 2014 - Board Meeting Minutes**

*Room 135, Brookfield Town Hall*

1.0 **Call to order:** *An Annual Meeting was called to order at 1:05PM by Rolf Enger*

**In Attendance:** *Richard Groski, Executive Director*

*Commissioners: Rolf Enger, Dick Sturdevant, Shirley Gervasoni and Michael Steele*

*Guests: State Representative, David Scribner; Sue Balla, Commission on Aging*

*Residents: Iris Fiske, Nancy Vasaturo, Barbara Locke and Beverly Bartram*

*Rolf Enger led the Pledge of Allegiance to the flag at 1:06PM*

*Richard read from the BHA Annual Report. It consisted of the Mission Statement of the Brookfield Housing Authority, the Director's Report, and the highlights over the past year, and the Independent Accountant's Compilation Report by Janet Wortman which included the Administration Fund Balance Sheet, Operation Statement, Analysis of Retained Earnings and the Charge Account Summary.*

*Michael proposed to accept the Annual Report. Rolf seconded it. All were in favor.*

*David Scribner stood and thanked Richard for inviting him to the meeting. He introduced himself and said he was the State Representative who represents the 107th District, which covers all of Brookfield and parts of Bethel and the City of Danbury. He helped support the conception of Brooks Quarry back in the '80's. He gave a brief description as to what his position entails. David appreciated having Rolf keep him updated as to what is going on at Brooks Quarry. He offered his services should BHA need answers to problem / questions.*

*The regular Board Meeting began at 1:45PM.*

*Stanley Parker was introduced as the new 'Human Resource' commissioner who is Ronnie Smith's replacement. Everyone seated at the table, introduced themselves to him. He gave a little history on his residency and positions he has held in Brookfield.*

2.0 **Status of last month's Resident Comments as Open Action Items:** Regarding the question of Power Washing. Two gazebos and three buildings were done so far. Kent School students are coming down to stain the gazebos and clean out the gutters of some of the buildings.

Parking signs, tenants, and building ID colored background signs have been completed.

No Smoking for Brooks Quarry complex is closed.

BBQ with the Board - This went well. There were as many as 28 to 30 people who came.

3.0 **Resident Open Form:** Barbara Locke spoke about the tag sale that Joan Mey had put together. It wasn't a financial success, however the residents who participated in the sale had fun. They learned a lot and know now how to do it right the next time.

It was reported that one resident, Chris Lucas, is feeling better. He is now on oxygen 24/7 and uses a walker.

Beverly said that non tenants are still parking in her parking spot even though the signs for tenant parking are up. Shirley said she would speak to Marie's caregiver to park in Visitor's Parking.

It was discussed that many of the residents do not like to go to the Town Hall for the monthly Board Meetings. They don't have a car and also they don't want to go so far to attend the meetings. Grace and Kenny, who are in wheelchairs would rather just wheel themselves to the Community Room.

4.0 **Pending Action Items:**

**Action:** Marketing Plan is still open. Shirley will have it by next week.

**Action:** Asset Review - Recertification - Question about form. It has to be in compliance.

**Action:** Anne and Kiernan Twohey had agreed to give a demonstration of the Wii program. This still hasn't happened. Stanley will be expected to take over.

Investigate CPA change - Dick Sturdevant said BHA should use different auditors.

5.0 **Approval of September Minutes:** Rolf told Iris she had done a nice job. Very concise. Rolf proposed to accept the minutes. Dick seconded it. All agreed.

6.0 **Treasurer's Monthly Report for 10/14/14:**

Total Revenue	\$43,795
Total Expenses	<u>45,705</u>
Expenses over Budget	\$ 1,910

Revenue exceeded the budget by \$873 and Expenses exceeded the budget by \$1,451. A major plumbing expense of \$2,000 was the major factor creating the imbalance.

The Checking Account Balance as of 9/30/14 is \$139,075.

Dick feels that BHA should have a Capital Budget for RM&R. Put certain money aside and draw on it. Take it out of the General Operating Fund. The way it is displayed now, he finds it very confusing. He would like to discuss this at the meeting on October 20th.

Rolf recommended using a template for RM&R and P&L. Michael seconded the motion. Rolf called for a vote. Rolf voted aye, Michael, Dick and Shirley voted nay. Stanley abstained. Motioned failed.

Sue asked if the Brookfield Housing Authority is non-profit. Yes. She wanted to know why BHA doesn't have an Endowment Fund. Michael responded to say that BHA does not have a 401(C) set up.

7.0 **Executive Director's Report:** Richard mailed invitations to State and Town Representatives to attend the Annual Meeting.

- He received the resignation letter from Veronica Smith.
- The drainage for complexes #2 and #5 are now completed.
- The Building Identifiers were installed with the green, orange and red fluorescent numbers.
- The Profit and Loss was reformatted to match CHFA's management form.
- The Community Room Carpet was re-cleaned at no charge.
- The Brookfield Lions Club served at the BBQ with the Board.
- Units #2-2 (2x) and #2-4 were re-inspected.
- The Community Room reserved twice for groups.
- Brush for Kindness finished painting exterior doors and railings.
- Brush for Kindness power washed gazebos and three buildings.
- 'Quit Now' letter mailed to all resident smokers.
- A Oktoberfest luncheon has been scheduled for October 21st. The guest speaker, Maryann Mitchell - APRN - is WCHC Quit Now Program Manager.
- Charter TV did a complete transition installation from analog to digital.
- Three kindles were signed out.
- There were two ambulance calls for September.

**Correspondence:** PARMA Homeland Security sent Richard a form to fill out for monies BHA received from hurricane Eileen. We received \$1,080 two years ago.

8.0 **Old Business:** 5 Year Financial Planning Meeting Agenda Build - Rolf would like to see another model run.

**Action:** Small Cities Grant- A proposal was made by Rolf to re-organize or re-structure the agenda regarding the Small Cities Grant about the (Sewer System). Applied for \$335,000 and the system is going to be gravity feed. Wagner Associates to handle and hopefully if approved, it will begin sometime in June of next year.

Nancy asked if the rents will go up after the BHA sewer system is connected with the town's system. The answer was no.

Sue asked if the septic system at Brooks Quarry had been approved in the beginning. Michael answered that the WPCA did not approve, but the Commissioners on the Board said they were going to do it anyway and that's why BHA has a system that is deficient.

Sue responded that she is surprised that Brooks Quarry hadn't been shut down. Michael said that the system works, but it is fragile.

PHA Web Site - Richard said this is a great tool. Replaces Quick Books. - He said that there are thirty small Housing Authorities in Connecticut using it. Rolf requested additional information be gathered from PHA-WEB.

9.0 **Adjournment:** The meeting was adjourned at 3:20PM.

Rolf motioned to adjourn. Stanley seconded it. All were in favor.

Respectfully submitted by Iris E. Fiske